

# EMPLOYMENT OPPORTUNITY

## Finance Coordinator

The Coordinator assumes responsibility for post-award grant accounting and invoicing, ensuring compliance with funding source administrative guidelines and reporting. The Coordinator performs accounting duties in line with the business objectives of Community Action.

### JOB DUTIES and RESPONSIBILITIES INCLUDE:

1. Grant Responsibilities:
  - Prepare invoice/billings/vouchers and drawdowns for all grants.
  - Maintain relationships with grantors regarding invoices and status of outstanding amounts.
  - Prepare fiscal reports for sponsored programs and ensure their timely submission.
  - Interpret federal, state, and local requirements and granting agency guidelines.
  - Communicate with agency staff regarding grant financial status.
  - Set up of Revenue Source Codes and Distribution Codes and entry into grant administration module.
  - Work to ensure that grants are not over/under spent.
2. General Accounting Responsibilities:
  - Preparation of adjusting accounting entries.
  - Assist with annual A133 audit.
3. Payroll Responsibilities:
  - Review entered distribution codes and hours for accuracy.
  - Process payroll including pre-transfer reports, check printing and direct deposit ACH scheduling.
  - Coordination of staff timesheets with distribution codes through Excel Macros.
4. Other Responsibilities
  - When necessary, provide general administrative support services.
  - Participates in meetings and trainings as needed or required; and
  - All other related duties as assigned.

### QUALIFICATIONS INCLUDE:

#### Education & Experience

- Associates Degree with major coursework in Accounting, Finance, Business Management, or related field.
- 3 years of increasingly complex accounting or finance experience.
- 1 year of non-profit, governmental, or fund accounting experience.
- Experience with MIP Accounting software strongly desired.

(Or a combination of education and experience providing the knowledge, skills, and abilities to successfully perform the work)

**License(s) & Certification(s)**

- Must have valid driver license and auto liability insurance if personal vehicle is used for work-related travel.

**Skills and Abilities**

- Ability to maintain confidentiality of sensitive information.
- Excellent customer service skills.
- Ability to work independently, and as a team member; self-motivated.
- Strong organization and time management required, with ability to multi-task.
- Ability to work independently, as well as, part of a team.
- Proficient in Microsoft Office Suite applications, including Excel, Word, and Outlook; additional software applications include Abila/MIP, and ACH.
- Must have strong and effective communication skills (oral and written).
- Working knowledge of standard office procedures and technologies (phone, computer, printer, photocopier, scanner, fax machine) is needed.
- Demonstrated ability to work harmoniously with people from varied cultural, socioeconomic, educational and experiential backgrounds.

**COMPENSATION AND BENEFITS:**

\$21.60 - \$27.01 per hour (DOE)

Benefits include:

- Medical & Dental Insurance including Rx and Vision
- Life Insurance and AD&D coverage
- SIMPLE IRA Retirement Plan (3% Employer Match)
- Employee Assistance Program
- Voluntary supplemental Cafeteria 125 Plan
- Paid Sick and Vacation Leave
- 12 Holidays per year (+2 Personal Holidays per Year)
- Health club discounts

*(Community Action reserves right to modify, amend, or terminate any benefit at any time for any reason.)*

**TO APPLY:**

Qualified candidates are encouraged to apply by providing **ALL** items requested. Please submit the following:

(1) Community Action Application (2) Resume (3) Letter of Interest.

Application Packets should be submitted to: **employment@communityactionskagit.org**

You can find all job announcements and apply online on our website at [www.communityactionskagit.org](http://www.communityactionskagit.org)

Community Action of Skagit County reserves the right to extend application deadlines and to modify the selection schedule without notice, to form eligibility lists for, or make appointments to, other positions with similar employment requirements. Community Action of Skagit County is an Equal Opportunity Employer. Should you require accommodation in the application process, please contact our HR Department.

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